



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AIRPORT SERVICE WORKER I	Class No. 007000
AIRPORT SERVICE WORKER II	Class No. 007001
AIRPORT SERVICE WORKER SUPERVISOR	Class No. 007005

■ CLASSIFICATION PURPOSE

To perform a wide variety of maintenance, repair, and technical work on airport facilities, grounds, and equipment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Airport Services Worker I:

This is the entry-level class. Under direct supervision, incumbents learn to perform semi-skilled and technical airport work. Incumbents are expected to work with increasing independence until they obtain sufficient knowledge and skill, after approximately one year, to be able to work independently on tasks and assist others with complex operations and maintenance work.

Airport Service Worker II:

This is the journey-level class. Under general supervision, incumbents perform the full range of day-to-day operations and maintenance work at an airport facility. Incumbents may act as lead workers and provide technical guidance and training to subordinate staff.

Airport Service Worker Supervisor:

This is the first-line supervisory class. Under general direction from the Airport Manager, incumbents are responsible for supervising, scheduling, and overseeing the maintenance, repair, and technical work required to safely operate the airport.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Airport Service Worker I

Essential Functions:

1. Inspects airport operations areas, facilities, and equipment.
2. Performs necessary repairs to ensure safe operating conditions and conformance with FAA, state, and local regulations.
3. Performs preventative maintenance on airport structures, facilities, fixtures, security gates, fences, and equipment such as: electrical systems, plumbing, generators, compressors, and pumps.
4. Performs preventative maintenance and repair on airport vehicles.
5. Operates airport vehicles, including tractors, rollers, dump trucks, sweepers, crack sealers, and paint strippers.
6. Maintains airport runways and taxiways (i.e., striping, draining, landscaping, weed abatement, and lighting and other FAA requirements).
7. May supervise work crews provided by the Sheriff and Probation departments.
8. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to date information, in a courteous, efficient, and timely manner.

Airport Service Worker II

Essential Functions:

All the functions listed above and

1. Provides technical guidance and training to subordinate staff in all aspects of airport maintenance and repair.
2. Makes decisions regarding priorities in making repairs.
3. Assists on specialized repairs and projects.
4. Leads staff in the absence of the supervisor.

Airport Service Worker Supervisor

Essential Functions:

All the functions listed above and

1. Supervises and prepares work schedules for subordinate staff.
2. Supervises daily inspections of airfield facilities to identify maintenance requirements and safety items, and to initiate corrective actions as required.
3. Identifies, schedules, and supervises specialized and preventative maintenance of runways, taxiways, airport lighting, runway and taxiway markings, drains, roads, and grounds on county-operated airports.
4. Coordinates construction and repair projects to minimize interference with airport operations.
5. Maintains close relationship with FAA Air Traffic Control Manager and staff, cooperating in all phases of air traffic both at the airport and in the vicinity of the airport.
6. Enforces County and FAA rules and regulations regarding airports.
7. Supervises the operation of the transient aircraft ramp.
8. Collects tie-down fees in compliance with the Schedule of Rates and Charges established by the Board of Supervisors.
9. Analyzes emergency situations to determine the appropriate course of action.
10. Renders assistance, as required, to protect lives and property.
11. Performs field and communication checks for missing aircraft.
12. Maintains emergency generator and support equipment.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The following apply to all classes:

- Principles, practices, and techniques used in the maintenance and repair of airport runways, pavement, lighting systems, roads, grounds, and other facilities and equipment.
- Use and maintenance of power and hand tools, and light motorized equipment.
- A variety of crafts and trades (e.g. carpentry, plumbing, masonry, painting, mechanical, and electrical).
- Safety principles and practices employed in the operation of an airport facility.
- The operation of security gates.
- County customer service objectives and strategies.

Airport Services Worker II and Airport Services Worker Supervisor (in addition to the above):

- Aircraft ground operations and safety rules, regulations, and publications pertinent to airport operation and maintenance.
- Radio and ground communication systems.
- Air traffic control procedures.
- Supervisory principles and practices, including progressive discipline.
- Training procedures.

Skills and Abilities to:

The following apply to all classes:

- Perform maintenance and repair work for airport structures, facilities, fixtures, equipment, and grounds.
- Comprehend and follow written instructions.
- Work from drawings, sketches, plans, blueprints, and technical manuals.
- Communicate effectively, both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain work records and logs.

Airport Services Worker II (in addition to the above):

- Identify potential problem areas related to the safe operation of the airport and recommend repair priorities.
- Provide technical training and guidance to other staff.
- Act in the absence of supervisor.
- Analyze and deal with emergency situations calmly and effectively.

Airport Services Worker Supervisor (in addition to the above):

- Supervise and evaluate staff.
- Communicate effectively with subordinates, superiors, and the general public.
- Identify potential problem areas related to the safe operation of the airport and take appropriate corrective actions.
- Prepare staff to address emergencies and analyze responses.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

Airport Services Worker I:

1. One (1) year of experience in general construction work or structural/facilities repair and maintenance work. Experience related to the operation or maintenance of airport facilities is desirable.

Airport Services Worker II:

1. One (1) year of experience as an Airport Service Worker I with the County of San Diego or in a comparable class with another public or private airport facility, or military airbase. Experience must have included inspection and maintenance of runway and runway lighting systems. Experience at a radio-controlled facility is desirable.

Airport Services Worker Supervisor:

1. Three years (3) of recent experience in the operation and maintenance of a general aviation airport. Such experience must include leading and scheduling subordinate staff and dealing with the general public.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Occasional: sitting and repetitive use of hands to operate computers, printers, and copiers. Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class B driver's license is required throughout employment in this class. A valid California class A license with air brake and tank endorsements must be acquired within six (6) months of appointment and must be maintained throughout employment in this class.

Certification/Registration

None Required.

Working Conditions

Exposure to all types of weather, including extreme temperatures and inclement weather. Constant exposure to aircraft noise.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Airport Service Worker I and II:

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Airport Services Worker Supervisor:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: April 10, 1987 (Airport Services Worker I, II)
New: July 16, 1990 (Airport Services Worker Supervisor)
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Airport Services Worker II (Class No. 007001)	Union Code: CM	Variable Entry: Y
Airport Services Worker Supervisor (Class No. 007005)	Union Code: MM	Variable Entry: Y